



Alaska National Guard
Active Guard Reserve (AGR)
Position Announcement #
AKANG 20-19a

<https://dmva.alaska.gov/employment/>

POSITION TITLE: Client Systems Craftsman	AFSC or MOS 3DX5X/3DX7X	OPEN DATE: 18 Dec 2019	CLOSE DATE: 02 Jan 2020
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UNIT OF ACTIVITY/DUTY LOCATION: 176th Communications Flight Joint Base Elmendorf-Richardson, Alaska	GRADE REQUIREMENT: Min: E-6 Max: E-7
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SELECTING SUPERVISOR: MSgt Chester Ince	Position Number 009514730R	PHYSICAL PROFILE: PULHES – 333233
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AREAS OF CONSIDERATION

On-board AK ANG AGR (Must hold advertised AFSC)

Alaska Air National Guard members (Must hold advertised AFSC)

Nationwide military members eligible for membership in the AKANG (Must hold advertised AFSC)

MAJOR DUTIES MAY INCLUDE

AIR GUARD: Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD

INITIAL ELIGIBILITY CRITERIA

In addition to criteria listed on attached pages

- Security Clearance - Must be able to obtain: Secret
- Aptitude Requirement: Electrical 60 OR Electrical 55 AND Cyber-Test* 60
- Strength requirement: Demonstrated ability to lift 50lbs
- Must have IAT Level II (GSEC, SEC+, SSCP or CCNA-S), with attached certificate in application. If higher certification is held, please provide statement and attach certificate.

PREFERRED QUALIFICATIONS

In addition to the initial eligibility criteria and required forms listed application procedures, the following are preferred qualifications:

- Resume
- Cover Letter
- Last 3 Enlisted Performance Evaluations
- Letters of Recommendation will be accepted

Experience and/or familiarity with:

- Air Force Cyber Defense Operations
- PCAP and network traffic analysis
- Network and/or Windows OS Security
- Linux Operating System

SPECIAL ANNOUNCEMENT CRITERIA

- Upon selection additional medical verification will be required prior to start of AGR tour
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board

ACTIVE GUARD AND RESERVE REQUIREMENTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program. IAW ANGI 36-101 "Initial tours may not exceed 6 years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without statement: ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...." If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee. Members currently on occasional tours exceeding 180 consecutive days may be considered as full-time AGR (members currently on occasional tours 179 days or less are not considered AGR). Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy. Please submit the following:

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.alaska.gov/employment.htm>) (Do not use outdated form)
2. CURRENT full Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>) (Must be a full RIP) (do not send SURF/Brief)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor. If exempt, please include Form 469 with application)
4. Items requested in the "PREFERRED QUALIFICATIONS" section above.
 - Resume
 - Cover Letter
 - Last 3 EPR's (or equivalent)
 - Letter of Recommendation

Use AGR Application Instructions from DMVA website (first line under Application)

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved. PDF File Name should be: Position Announcement Number, Last name, First name, Grade
Example: ANG 20-XX Doe, Jane E1

Email Subject should be: Announcement Number

Example: ANG 20-XX (must use advertisement # and NOT position # ex: 1234567)

Email Application Package to ng.ak.akarng.mbx.hro-agr@mail.mil

**** Applications will be accepted through ARL SAFE if standard email procedures do not work****

- ARL SAFE <https://safe.apps.mil/>

YOU MUST INCLUDE THE PASSCODE WITH YOUR EMAIL. IF YOU DO NOT INCLUDE THE PASSCODE, HRO WILL NOT BE ABLE TO UNLOCK YOUR APPLICATION.

****All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)**

**** Applicants are encouraged to submit early and call HRO for initial review of your application prior to closing date**

QUESTIONS:

Applicants should call HRO to verify receipt prior to closeout date. To verify the receipt of an application or if you have issues, you may call DSN 317-384-4467 or Commercial 907-428-6467 and/or DSN 317-384-4242 or Commercial 907-428-6242

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.

AFSC 3D171, Craftsman
 AFSC 3D151, Journeyman
 AFSC 3D131, Apprentice
 AFSC 3D111, Helper

★CLIENT SYSTEMS
(Changed 30 Apr 19)

1. Specialty Summary. Deploys, sustains, troubleshoots and repairs standard voice, data, video network and cryptographic client devices in fixed and deployed environments. Sustains and operates systems through effective troubleshooting, repair, and system performance analysis. Manages client user accounts and organizational client device accounts. Related DoD Occupational Subgroup: 110000 and 115000.

2. Duties and Responsibilities:

2.1. Performs client-level information technology support functions. Manages hardware and software. Performs configuration, management, and troubleshooting. Removes and replaces components and peripherals to restore system operation. Installs and configures software operating systems and applications. Provides service to end-users for operation, restoration, and configuration of information systems. Reports security incidents and executes corrective security procedures. Manages client user accounts.

2.2. Performs client-level voice network functions. Manages client hardware and software. Performs configuration, management to include adds, moves, changes and troubleshooting between the wall outlet to the client device. Plans, schedules, and implements installation and maintenance functions associated with voice systems. Removes and replaces telephone instruments. Reports security incidents and executes corrective security procedures.

2.3. Performs client-level Personal Wireless Communication Systems (PWCS) functions with the exception of Land Mobile Radios (LMRs). Manages hardware, software and Controlled Cryptographic Items (CCI). Performs configuration, management, and troubleshooting. Plans, schedules, and implements installation and maintenance functions associated with PWCS. Removes and replaces components and peripherals to restore system operation. Reports security incidents and executes corrective security procedures.

2.4. Plans, organizes and directs sustainment activities. Establishes work standards, methods and controls for preventative, scheduled, and unscheduled maintenance actions. Determines extent and economy of repair of malfunctioning equipment. Ensures compliance with technical data, instructions, and work standards. Develops and enforces safety standards. Interprets malfunctions and prescribes corrective action. Serves on, or directs inspection teams organized to evaluate base or command sustainment programs. Manages, or performs research and development projects for assigned systems. Coordinates and documents repairs. Manages, administers, controls, and evaluates contracts. Manages organizational client device accounts with the exception of LMR devices.

2.5. As part of the Cyberspace Support career field family, manages, supervises, and performs planning and implementation activities. Manages implementation and project installation and ensures architecture, configuration, and integration conformity. Develops, plans, and integrates base communications systems. Serves as advisor at meetings for facility design, military construction programs and minor construction planning. Evaluates base comprehensive plan and civil engineering projects. Monitors status cyber or communications-related base civil base civil engineer work requests. Performs mission review with customers. Controls, manages, and monitors project milestones and funding from inception to completion. Determines adequacy and correctness of project packages and amendments. Monitors project status and completion actions. Manages and maintains system installation records, files, and indexes. Evaluates contracts, wartime, support, contingency and exercise plans to determine impact on manpower, equipment, and systems.

2.6. Conducts defense cyber operations (DCO) and associated support activities to defend DoD and other friendly cyberspace. DCO includes passive and active cyberspace defense operations to preserve the ability to utilize friendly cyberspace capabilities and protect data, networks, net-centric capabilities and other designated systems as well as passive defense measures intended to maintain and operate the DODIN and other networks such as configuration control, patching and firewall operations. Support activities includes but not limited to maintenance of cyber weapons systems, functional mission analysis, mission mapping, tool development, stan-eval, mission planning and data analysis.

3. ★Specialty Qualifications:

3.1. Knowledge. Knowledge of: IT fundamentals, test equipment, special tools, maintenance, management, and security practices is mandatory.

3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Additional courses in mathematics, computer science, computer principles, or information technology is desirable. Any network or computing commercial certification is desirable.

3.3. Training. For award of AFSC 3D131, completion of Client Systems initial skills course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 3D151. Qualification in and possession of AFSC 3D131. Also, experience performing functions such as client systems support.

3.4.2. 3D171. Qualification in and possession of AFSC 3D151. Also, experience performing or supervising functions such as client systems support and management of information systems.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, see attachment 4 for additional entry requirements.

3.5.2. For entry, award, and retention of this specialty:

3.5.2.1. ★ A valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations* is desired.

3.5.2.2. Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*.

NOTE: Color vision requirement does not apply to personnel awarded AFSC 3D1X1 as of 30 Apr 2012 or before which includes those in the recruiting pipeline and scheduled for or attending the 3-skill level technical training course as of that date.

3.5.3. For award and retention of this AFSC:

3.5.3.1. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.5.3.2. Specialty routinely requires work in the networking environment.

3.5.3.2.1. ★ Must attain and maintain a minimum Information Assurance Technical Level II certification IAW AFMAN 17-1303, *Cybersecurity Workforce Improvement Program* and DoD 8570.01-M *Information Assurance Workforce Improvement Program*.

3.5.3.3. Specialty requires routine access to Secret material or similar environment.

3.5.4. For award and retention of AFSCs 3D151/71:

3.5.4.1. Completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim Secret security clearance has been granted according to AFI 31-501.